

City of West Lafayette, Indiana
Board of Public Works and Safety
MINUTES

AUGUST 16, 2010
8:30 a.m.
City Hall Council Chambers

Members present were Sana G. Booker, Bradley W. Marley, Jonathan C. Speaker, Elizabeth M. Stull, and Mayor John R. Dennis, who presided.

1. APPROVAL OF MINUTES

a. August 9, 2010, Meeting

Mr. Marley moved to accept the minutes of the August 9, 2010, Board of Works meeting. Ms. Stull seconded the motion. The motion was adopted.

2. NEW BUSINESS

a. New Hire: Katrina L. Gutwein – Head Patrol Dispatcher – Police

Captain Leroux requested Board approval to hire Katrina L. Gutwein as Head Patrol Dispatcher for the Police Department, effective August 23, 2010. Ms. Gutwein has worked 12 years as a dispatcher for the Lafayette Police Department and, before that, one year as a part-time dispatcher for the West Lafayette Police. Her biweekly rate will be \$1,472.76

Mr. Marley moved that the request be approved. Ms. Stull seconded the motion. The motion was adopted.

b. Contract: City Consultants and Research for CDBG Services – Development

Director of Development Poole asked the Board to approve the contract with City Consultants and Research, to assist with the City's 2009-2010 CAPER (Consolidated Annual Performance and Evaluation Report) for use of CDBG expenditures. The City of Lafayette is also part of the contract; their portion will be approximately \$3,500. The West Lafayette share will be for \$80 per hour, with a not-to-exceed amount of \$2,060 and will be paid from CDBG funds. The completion date is October 31, 2010.

Ms. Stull moved that the contract be approved. Mr. Speaker seconded the motion. The motion was adopted.

c. Business Associate Agreement between Stewart C. Miller & Co., Inc. and the City of West Lafayette – Human Resources

Human Resources Director Foster explained that Stewart C. Miller & Co., Inc. is the City's third-party administrator for flexible spending accounts. The City has had a business associate agreement with Stewart C. Miller & Co. for several years. The American Reinvestment and Recovery Act of 2009 (ARRA) imposed changes in obligations regarding HIPPA. Stewart C. Miller & Co. requires a new business associate agreement, which considers these changes. The changes primarily deal with the unsecured public health information, which is encrypted, and breaches of public health information.

City Attorney Burns stated that the contract has been reviewed by his office and it is fine.

Ms. Booker moved that the request be approved. Mr. Speaker seconded the motion. The motion was adopted.

d. Certification of Eligibility List for West Lafayette Police Department – Police Merit Commission – Human Resources

Human Resources Director Foster stated that Police Merit Commission Rules & Regulations, Article II. G., require that a candidate eligibility list be certified by the Board of Works. These are confidential records. The Police Merit Commission certified the listing at its August 9 meeting, and signatures were obtained from the Commissioners on August 13. This list replaces one dated August 11, 2008. Ms. Foster presented the listing and certification in sealed envelopes to the Board members. Additionally, a sealed envelope was provided to the Clerk-Treasurer for the Board of Works file. Police Commission President Leverenz was present to answer questions about the procedure.

Commission President Leverenz explained that the procedure requires that the Merit Commission establish an eligibility list, names on which remain on the listing for two years. The prior list expired August 11, 2010. The list distributed today was created on August 9, 2010, at the PMC regular meeting. The Board of Works now needs to certify the listing. As positions are vacant, the Chief asks the Commission President for the top name on the list.

Mayor Dennis noted that the list would be certified, not the content. City Attorney Burns clarified that the Board is certifying the existence of the list. Commission President Leverenz confirmed that. Mr. Burns said that the list is confidential, and if the Board members were to open their envelopes, then the list becomes public. The Board's role is to certify the existence of the listing, based on Commission President Leverenz' statements that the list was created on August 9 and that sealed envelopes have been distributed to the Board. After the meeting, Human Resources Director Foster collected the sealed envelopes from the Board members. These will be retained in a confidential file.

Ms. Stull moved that the Board certify the existence of the Police Merit Commission eligibility list, which was made on August 9, 2010. Mr. Speaker seconded the motion.

Mayor Dennis reiterated that the action is to validate the fact that there is a list.

The motion was adopted.

e. Claims

- i. AP Docket \$130,394.40
- ii. AP Docket 93,940.81
- iii. PR Docket 325,282.66

Mr. Speaker moved that the claims be approved. Mr. Marley seconded the motion.

Questions raised about individual claims by the Board were answered by department heads, Clerk-Treasurer Rhodes, and Mr. John Willis of MBAH Insurance.

The motion was adopted.

f. Other Items

i. Parks Superintendent Payne announced that the pool is closed

ii. Captain Leroux reported that the Department's first Shred-It event was held Saturday, and approximately 7,500 pounds of paper were shredded in about two hours. The Crosswalk Safety campaign education week is being held this week, with the Purdue freshmen returning. The following two weeks will be enforcement for mid-block crossing and crosswalk safety. West Lafayette schools are back in session this week, and Captain Leroux asked the public to observe the 20 miles per hour speed limits in school zones.

iii. City Engineer Buck announced the new detour route for Cumberland Avenue, now that the road from US52 to the Salem Courthouse crossover. The detour route begins at Kent for eastbound traffic; westbound traffic can travel through the entire project. Mr. Buck showed a map which he said he would post to the website. He encouraged people to travel the roundabout, which was opened yesterday. Fairfield Contractors is to be commended for catching up the schedule, which was delayed due to heavy rains in June and July.

iv. Director of Development Poole announced that August 24 at 6:30 p.m., the City-Purdue Meet-and-Greet would be held beginning at the Purdue Information Center. Volunteers are welcome to take materials and meet students who will live in the New Chauncey Neighborhood this year. On Saturday, August 21, at 3:00 p.m., purple tags regarding the Emerald Ash Borer will be placed on ash trees in the public right-of-way in the Northwestern Heights Neighborhood.

3. **ADJOURNMENT**

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.